

Maintenance Checklist

SCHOOL/SITE _____ DATE _____ INSPECTOR _____

This form is a reminder of general areas and items to be inspected by the school. Check each item acceptable or not acceptable. All not acceptable items shall include the location, the date corrected on-site, the person making the correction, or the work order number submitted for the correction to be made. All attempts shall be made to correct any not acceptable items before a work order is submitted. This form shall be sent to the district's Director of Buildings & Grounds. A copy of this form shall be kept by the employee making the inspection.

Area to be Inspected	Acceptable	Not Acceptable	Location(s) Room/Area	Corrected on Site By	Work Order ID #
General Maintenance Items					
Evacuation plans posted					
Emergency procedures posted					
Supply & material storage					
MSDS sheets on file					
First Aid supplies in stock					
Maintenance equipment					
Employee safety procedures					
Interior Electrical					
Switches and cover plates					
Receptacles and cover plates					
Light fixtures					
Panel closed & locked					
Exit signs operational					
Emergency lights operational					
Extension cords in use					
Exposed wiring					
Unapproved wiring practices – i.e., Romex wiring not in conduit					
Electrical panels – three (3) foot clearance					
Exterior Electrical					
Exterior lighting					
Power connections to bldg.					
Utility poles					
Exposed wiring					

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Interior Plumbing					
Toilets					
Hand wash basins					
Sinks/fixtures					
Drains					
Drinking fountains					
Showers & fixtures					
Sprinkler controls & heads					
Exterior Plumbing					
Drains (cleared and open)					
Culverts/headwalls					
Water faucets/connections					
Fire connections are in good condition and accessible					
Exterior General Items					
Windows/sills					
Doors & hardware					
Roof					
Gutters/downspouts					
Exterior wall surface					
Paint					
Steps (treads & landings)					
Fencing					
Paved athletic surfaces					
Trees/shrubs					
Landscaping (borders/mulch)					
Enclosed areas are locked; ex., meters, cooling towers					
Drives and parking lots					
General condition of grounds					

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Interior General Items					
Doors & hardware					
Sidewalks/porches					
Exterior wall surfaces					
Stairwells and landings					
Ceiling					
Floors					
Glass enclosures					
HVAC filters					
Walls					
Fire extinguishers					
Blocked emergency exits					
Handrails					
Playground (if applicable)					
Exposed edges/objects					
Sharp or pointed edges					
Loose supports/anchors					
Handrails, steps, landings					
Chipped or broken surfaces					
Ground cover & edging					
Tripping or falling					
Splintered wood					
Unauthorized equipment					
Unlevel or shifted equipment					
Excess gaps or spaces					
Adequate protective surfacing					

COMMENTS: _____

Signature of Recipient

Date Received

Review/Revised:5/17/2005